

**DEPUTY DIRECTOR OF PUBLIC WORKS/OPERATIONS****DEFINITION:**

Under the administrative direction of the Director of Public Works/City Engineer, directs and supervises the activities of the Operations Division of the Public Works Department as assigned, including water and wastewater utilities, streets, storm drains, parks, and land development; addresses citizen complaints and service requests; coordinates Department operations with those of other City departments and outside agencies; may act as the Director of Public Works in the absence of or at the direction of the Director of Public Works/City Engineer; performs related work as required.

**CLASS CHARACTERISTICS:**

This single position class performs administrative oversight of the Operations Division including some field supervision over the utilities, streets, parks, storm drain, and inspection functions in addition to administering special projects related to the varied public works functions.

**IMPORTANT AND ESSENTIAL JOB FUNCTIONS:**

1. Plan, organize, and direct the varied public works maintenance functions such as water production and distribution, wastewater collection, streets, parks, water meter, storm drains and fleet maintenance.
2. Determine appropriate courses of action which may involve directing staff to schedule new or varied work programs, making recommendations for efficiency enhancements for consideration during budget preparation, and preparing reports dealing with Department activities.
3. Evaluate, develop, and administer various contract maintenance services such as street patching, street marking, traffic signal, telemetry, heavy electrical and parks maintenance.
4. Review land development and CIP plans relative to long term maintenance concerns.
5. Evaluate and administer the Department Safety Program for compliance with local, State and Federal laws.
6. Facilitate meetings related to Department functions including public meetings, work groups, and teams.
7. Make effective oral and written presentations and communicate effectively with city Council and the City's Management Team.
8. Develop and implement goals, objectives, policies, procedures, schedules, and work standards for the various operating divisions.
9. Prepare and administer the department's annual operations budget, as assigned.

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### **IMPORTANT AND ESSENTIAL JOB FUNCTIONS (continued):**

10. Manage the fleet maintenance function.
11. Research and analyze complex problems, evaluate varied information and data, and exercise sound independent judgement within established guidelines.
12. Establish and maintain effective working relationships while providing for the evaluation, training, and professional development of assigned staff.
13. Interpret City policies and procedures, update Department policies and procedures, and take responsibility for the morale and productivity of assigned department staff.
14. Make presentations before the City Council, as assigned.

### **MARGINAL/PERIPHERAL JOB FUNCTIONS:**

1. Serve as the Director of Public Works, when directed to do so, in the absence of the Director of Public Works/City Engineer.
2. Perform related work as required.

### **QUALIFICATIONS:**

#### **Knowledge of:**

1. Administrative principles and methods, including goal setting, program development, scheduling and implementation, budget preparation and administration, employee supervision, and contract evaluation and administration.
2. Current principles, practices, and techniques of municipal public works construction and operation, including water production and distribution, wastewater collection, streets, parks, and storm drains.
3. Applicable local, State, and Federal laws and regulations related to the Department.
4. Public administration principles and practices related to the activities and functions of municipal government.
5. All safety regulations pertaining to the work of the Department.

#### **Skill in:**

1. Planning, organizing, and administering comprehensive public works office and field activities with in-house and contract personnel.
2. Developing, interpreting, and implementing Department policies.
3. Analyzing complex problems, evaluating alternatives, and implementing creative but sound alternatives.

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### **Skill in (continued):**

4. Preparing and presenting clear, concise, and competent reports, both orally and in writing.

### **Ability to:**

1. Select, train, evaluate, and motivate staff.
2. Exercise sound independent judgment within general policy guidelines.
3. Establish and maintain effective working relationships with those contacted in the course of the work.
4. Represent the City effectively in meetings with others.

### **JOB REQUIREMENTS:**

1. Possession of a valid Class C California driver's license in compliance with adopted City driving standards.
2. Ability to work extended hours as required and to respond from home to the Public Works Corporation Yard within 30 minutes, or ability to temporarily reside in the City during an emergency event without City subsidy. Emergency event, and the need to temporarily reside in the City, will be determined at discretion of Public Works Director.

### **OTHER QUALIFICATIONS:**

1. Equivalent to graduation from a four-year college with major course work in civil engineering, public or business administration or a related field.
2. Five years public works-related construction, maintenance, repair, and land development experience which has included at least three years at a supervisory or management level.
3. Registration as a Professional Civil Engineer in California is desirable.

### **MACHINES/TOOLS/EQUIPMENT UTILIZED:**

1. Automobile
2. Reports, forms, pencils and pens
3. Computer monitor, keyboard and printer
4. Copy machines
5. Fax machines
6. Calculator
7. Telephone

### **PHYSICAL DEMANDS:**

1. Mobility
2. Walking
3. Speaking/hearing
4. Driving

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### **PHYSICAL DEMANDS (continued):**

5. Seeing
6. Sitting/standing
7. Climbing
8. Manual dexterity
9. Speed in meeting deadlines
10. Lifting up to 30 lbs.

### **ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:**

#### **Office Conditions:**

1. Indoors: normal office conditions, 80% of the time  
Travel: varying conditions, 20% of the time
2. Noise level: conducive to office setting
3. Lighting: conducive to office setting
4. Flooring: low level carpeting
5. Ventilation: provided by central air conditioning
6. Dust: normal, indoor levels

#### **Field Conditions:**

1. Outdoors: varying weather conditions, all climates
2. Noise level: varying low to high equipment noise
3. Flooring: grass, dirt, rock, asphalt, stairs, etc.
4. Dust: normal outdoor, to high outdoor levels
5. Hazards: supervising at developed and undeveloped sites, in various stages of construction. Possible hazardous mechanical, electrical, and/or chemical exposure.